

Heartlands Academy Behaviour Policy

Department Owner	Operations (National)
Section Owner	Education (National Behaviour Lead)
Approver	Education & Personnel
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Circulation

This policy is addressed to all staff, all pupils and parents. It also applies to the wider Academy community. A copy of this policy can be found in the Staff Handbook and on the website. Parents will be reminded of this on an annual basis. This policy will be reviewed every 2 years.

This policy can be made available in large print or other accessible format if required.

1. Ethos and policy statement

1.1 As an Academy we believe that all members of the Academy should be able to learn in a calm, safe and purposeful environment. The behaviour policy is the foundation for a clear, shared understanding between pupils, teaching staff, support staff, parents/carers and governors. It is essential that pupils understand that unacceptable behaviour results in sanctions being imposed, that high expectations are clear and explicit, and that good behaviour will be rewarded.

1.2 Corporal punishment will never be used in this Academy.

1.3 This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010.

2. Application

2.1 The Governance and the Principal intend that the Academy rules and the sanctions provided in this policy shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from Academy premises and outside of the jurisdiction of the Academy, for example during half term and the holidays. This will normally be where the conduct in question could have repercussions for the orderly running of the Academy, affects the welfare of a member or members of the Academy community or a member of the public, or which brings the Academy into disrepute.

3. Academy rules

3.1 The Academy expects that:

- Staff and students to arrive on time
- Teachers will stand at the door to the class to supervise the exit or entry of students and control movement in the corridor or outside
- Expect students to follow instructions at all times
- Student Planners will be put out on desks
- Students to sit in places allocated by a teacher according to a seating plan.
- Class register will be taken for ALL teaching periods.
- Homework is set in accordance with the homework policy.
- Teachers keep students in the classroom until the bell has sounded. Students to be dismissed in an orderly way, promoting speed to the next lesson
- Teachers do not leave any class unsupervised.

- Teachers set high expectations and communicate these to the class
- Teachers never 'punish' the whole class for the action of a few; it is rarely fair or appropriate
- All students and staff have a right to be able to work in an atmosphere that is conducive to good learning;
- Classrooms are places where students have the right to learn undisturbed by others in a calm and safe environment.

[A summary of the Academy rules can be found in the home school agreement].

4. Conduct

4.1 The Academy expects that:

- Students should follow the directions of their teachers/staff
- Students must arrive punctually to all lessons, with the correct equipment and books
- Homework must be completed and handed in on time
- Students will remain in the seats allocated by the teacher and must not leave the lesson until they have been dismissed by the teacher
- Electronic devices will not to be used inside the Academy grounds or building without the direct permission of staff
- Eating should only take place in the designated areas
- Students will observe the 'keep left' system, and walk (when inside the building)
- The Academy uniform will be worn at all times, including when leaving the Academy
- Hats and coats should be removed before entering the building.
- Students should show pride in our Academy environment
- Academy property including books or equipment should be kept graffiti free
- Academy property or the property of another person should be respected
- Chewing gum should not be used in Academy

4.2 The Academy will not accept the following behaviour:

- Physical assaults on staff or other pupils
- Verbal assaults on staff or other pupils
- Damage to academy property including the building
- Substance abuse

- Racially motivated incidents
- Behaviour which is against the criminal law
- Bullying. This will also include Cyber-bullying which often takes place away from the Academy
- Any illegal substances, i.e. alcohol, tobacco or drugs, in Academy
- Knives or other offensive weapons
- Behaviour offsite/outside of the Academy that is likely to bring the Academy into disrepute.

The above behaviour will be deemed to be a breach of academy discipline.

5. Rewarding good behaviour

5.1 The Academy understands that rewards can be more effective than punishment in motivating pupils. The Academy is committed to promoting and rewarding good behaviour and may do so in some of the following ways:

- Verbal praise
- Certificates
- Prizes
- Rewards assemblies.

6. Poor behaviour: use of disciplinary sanctions

6.1 The Academy understands that the use of sanctions must be reasonable and proportionate to the circumstances of the case and that account must be taken of a range of individual pupil needs in determining the appropriate use of such sanctions, including the pupil's age, any special educational needs or disability and any religious requirements affecting the pupil. The Academy has the following range of disciplinary sanctions that may be implemented as appropriate:

- Verbal warning
- Issuing a 'Bad News'
- Detentions

6.2 In all cases of misconduct, including those outside of the Academy, the Principal will consider whether the police or the local authority's anti-social behaviour co-ordinator should be notified of the disciplinary action taken. The police will always be informed where the pupil's behaviour is criminal or poses a serious threat to a member of the public.

6.3 Where behavioural issues give cause to suggest that a child is suffering or is likely to suffer significant harm, the Academy's child protection procedures will be followed.

7. Exclusions

7.1 The Academy will follow government guidance on exclusions, unless there is a good reason to depart from it. The Academy aims to operate within the principles of fairness and natural justice.

7.2 Exclusions can take the form of:

- Fixed term exclusions;
- Permanent exclusions;

7.3 The Academy's policy on exclusions applies to serious breaches of Academy discipline occurring on Academy premises and also outside of the Academy. Please see the Academy's separate exclusions policy.

8. Malicious allegations against staff

8.1 Where a pupil makes an accusation against a member of staff and the accusation is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with this policy. This may include a referral to the police to consider if action might be appropriate against the accused.

8.2 Where such an allegation is made, appropriate support will be provided to the member(s) of staff affected.

9. Use of reasonable force

9.1 Any use of force by staff will be reasonable, proportionate and lawful. Reasonable force will be used in accordance with the DfE guidance *Use of reasonable force: advice for head teachers, staff and governing bodies* and only when immediately necessary and for the minimum time necessary to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline at the Academy or among any of its pupils, whether that behaviour occurs in a classroom or elsewhere.

9.2 Where restraint is used by staff, this is recorded in writing and the pupil's parents will be informed about serious incidents involving the use of force. Force is never used as a form of punishment. [• See also the Academy's separate policy on the use of physical restraint.]

10. Searching pupils

10.1 **Informed consent:** The Academy staff may search a pupil with their consent for any item. Appropriate consideration will be given to factors that may influence the pupil's ability to give consent.

10.2 If the pupil refuses, sanctions will be applied in accordance with this policy.

10.3 **Searches without consent:** In relation to prohibited items, as defined below, the Principal, and staff authorised by the Principal, may search a pupil or a pupil's

possessions, without their consent, where they have reasonable grounds for suspecting that a pupil has a prohibited item in their possession. Searches without consent will only be carried out on the academy premises or where the member of staff has lawful control or charge over the pupil, for example, on academy trips.

- 10.4 **Prohibited items:** Means knives or weapons, alcohol, illegal drugs and stolen items, tobacco and cigarette papers, fireworks, pornographic images and any other items as defined as such from time to time. It shall also include any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to the property of, any person including the pupil; any item banned by the Academy rules identified as being an item which may be searched for; and any other items as defined in law as such from time to time.
- 10.5 **Searches generally:** If staff believe a pupil is in possession of a prohibited item, it may be appropriate for a member of staff to carry out:
- a search of outer clothing; and / or
 - a search of Academy property, e.g. pupils' lockers or desks; and / or
 - a search of personal property (e.g. bag or pencil case within a locker).
- 10.6 Searches will be conducted in such a manner as to minimise embarrassment or distress. Any search of a pupil or their possessions will be carried out in the presence of the pupil and another member of staff.
- 10.7 Where a pupil is searched, the searcher and the second member of staff present will be the same gender as the pupil. However, where a member of staff reasonably believes that there is a risk that serious harm will be caused to a person if the search is not conducted immediately and it is not reasonably practicable to summon another member of staff a search may be conducted by a member of the opposite sex without a witness present.
- 10.8 Where the Principal, or staff authorised by the Principal, find anything which they have reasonable grounds for suspecting is a prohibited item, they may seize, retain and dispose of that item as appropriate in accordance with the DfE guidance *Screening, searching and confiscation*.

11. Parents and carers

- 11.1 Parents and carers can help their child to contribute positively towards the disciplined learning environment by:
- Taking responsibility for their child's behaviour, both inside and outside the academy, and sign the Home Academy Agreement
 - Working in partnership with the Academy to maintain high standards of good behaviour
 - Making it clear to their child what is and what is not acceptable
 - Rewarding good behaviour and applying sanctions for inappropriate behaviour
 - Promoting courtesy, co-operation and consideration for other learners and members of the community

12. Evaluation / monitoring / performance

- 12.1 The Academy will evaluate and monitor performance by regularly analysing the 'Good & Bad News' data
- 12.2 By evaluating the success of the policy the Academy will consider to what extent:
- Behaviour is having a positive impact upon the 'Teaching & Learning'.

References

Searching, screening and confiscation: Advice for headteachers, school staff and governing bodies (February 2014)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279245/searching_screening_confiscation_advice_feb14.pdf